



## City of Seattle

Department of Design, Construction and Land Use  
700-5<sup>th</sup> Avenue, Suite 2000  
Seattle, WA 98104-5070  
(206) 684-8850  
[www.cityofseattle.net/dclu](http://www.cityofseattle.net/dclu)

### Applicant Services Center Business Hours:

Tuesday & Thursday: 10:30-5:30  
Monday, Wednesday & Friday: 7:30-5:30

## 5 STEPS FOR A SUCCESSFUL APPLICATION SUBMITTAL

### For Construction Applications with plans

1. **ADDRESS RECORDS WORKSHEET** **NO FEE**  
During this stage, research is done to verify your address and a project number is issued.  
This form must be filled out and submitted by one of the following ways:
  - Faxed to (206) 233-7866
  - Dropped off at the Triage Counter all day
  - Mailed to: 700-5<sup>th</sup> Avenue, Suite 2000, Seattle, WA 98104-5070, Attention: Permit Technician
  - Sign-in at the Triage Counter prior to 11:30 a.m. daily and get worksheet processed.
2. **PRE-APPLICATION SITE VISIT APPLICATION** **FEE**  
This is not required if work is entirely within an existing building. Check with the Site Team. This form must be filled out and submitted along with a site plan showing location of project.
  - Required if any earth is disturbed including staging areas.
  - May be submitted at the same time as the Address Records Worksheet above.
3. **COACHING** **NO FEE**
  - Provides information on process, project specific submittal requirements, checklist, and fee estimates.
4. **SCREENING** **NO FEE**
  - This is to verify the completeness of plans, forms and documents.
  - Must have completed items 1 and 2 above to be able to be screened.
5. **INTAKE** **FEE**
  - This is done by appointment only

**NOTE:** This document is intended to simply identify the steps needed in obtaining a construction application only. Please talk with the staff or more detailed information.

Issued Date: \_\_\_\_\_